



UNITED STATES MARINE CORPS  
MARINE CORPS AIR STATION  
PSC BOX 8003  
CHERRY POINT, NORTH CAROLINA 28533-0003

AirStaO 3104.1  
TRNG

25 FEB 2002

AIR STATION ORDER 3104.1

From: Commanding General, Marine Corps Air Station, Cherry Point  
To: Distribution List

Subj: PHOTOGRAPHIC SERVICES

Ref: (a) MCO 3104.1  
(b) MCO P1070.12K

1. Situation. Reference (a) sets forth command responsibilities, procedures, and functions for the conduct of the Marine Corps Visual Information (VI) and Combat Camera Support. Reference (b) provides information relative to the production of official administrative photographs of Marine Corps personnel.

2. Cancellation. AirStaO 5290.1A.

3. Mission. To publish information pertaining to services available through the Marine Corps Air Station, Cherry Point, Photographic Laboratory and to centralize/standardize the control, production, and processing of black and white, digital, and color photography within this command.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. To provide quality still photographic, graphic arts, video graphic, and limited television distribution services to all units aboard MCAS Cherry Point.

(2) Concept of Operations

(a) To promote efficient utilization of authorized photographic facilities, photographic services have been consolidated at one location. The MCAS Cherry Point Photographic Laboratory is designated as the primary facility within Marine Corps Air Bases, Eastern Area.

(b) The Combat Visual Information (CVIC) Chief is the senior advisor on VI matters for Marine Corps Air Bases East.

AirStaO 3104.1

**25 FEB 2002**

(c) Services available through the photographic laboratory are:

1 Still photographic acquisition in digital or conventional film format.

2 Processing of digital imagery and conventional film processing.

3 Digital and conventional black and white or color photographic print production.

4 Limited aerial photography.

(d) All VI products will be used for "Official Purposes" only. Therefore, no lewd, lascivious, immoral or illegal requests will be supported.

(e) Due to manpower ceiling and budget limitations, a strict workload control system has been established.

(f) The following policies will be observed for the processing of administrative photographs, photographic/digital prints, digital/conventional photographic images, sensitive materials, and photographic negatives.

1 Official administrative photographs will be taken between the hours of 0800 and 1100 on any workday. Appointments for hours other than those can be made by contacting the Still Photographic Laboratory at (DSN)582-3842. Appointments are accepted if personnel are available.

2 Command Portraiture is limited to Commanding Officers, Directorates, Naval Air Training Operating Procedures Standardization Officers (NATOPS), and Executive Officers of Squadrons and above. Command Portraiture of enlisted personnel is limited to the rank of E-8 and above. Photographs will be provided for NCO and Marine of the Quarter, SACO, and other personnel when required for submission to higher headquarters. In the interest of economy and uniformity, Command Portraiture will be taken in the Service "A" uniform, uncovered, and will be scheduled between 1300 and 1500 daily. All other requests will require a written justification and will be forwarded through the proper channels.

**25 FEB 2002**

3 Passport photographs will be taken for active duty and dependants when their names appear on official overseas orders. Civilian personnel employed by a federal agency may obtain photographs when there is an official requirement for them to obtain a passport. Naturalization photographs will be taken for military personnel only.

4 The Station Photographic Laboratory is prohibited from photocopying copyrighted materials without written permission of the copyright owner(s). Marine Corps Training and Audiovisual Support Manual (Copyright Law Info) authorizes the use of copyrighted material for teaching, scholarship and research purposes, and is permissible in the Marine Corps under the "fair use" principle. The Station Photographic Laboratory is authorized to reproduce Staff Judge Advocate (SJA) approved materials. Copyrighted materials to be reproduced will be staffed via the SJA, accompanied by justification for reproduction under the "fair use" principle. When the requester obtains written permission from the copyright owner(s) or SJA, the permission will accompany the job request and become a permanent part of the signed work request for Photographic Laboratory retention.

5 The Station Photographic Laboratory is not authorized to photograph, process, or store classified materials higher than SECRET.

6 The normal allotted number of prints varies with each specific request. Should situations require more prints than normally provided, a memorandum, e-mail, or letter may be submitted to the CVIC Chief. Correspondence must contain sufficient justification to warrant additional prints. Approval will be based upon material availability.

b. Coordinating Instructions. Photography requirements can be classified generally into two groups; essential and non-essential.

(1) Essential work entails a definite official requirement and will be processed within response time and assigned priority requested. Authorized subject matter to be photographed includes:

- (a) Combat Action
- (b) Intelligence
- (c) Tactical operations and maneuvers
- (d) Disasters
- (e) Aircraft mishaps

AirStaO 3104.1  
**25 FEB 2002**

- (f) Investigations
- (g) Photography involving essential flight operations
- (h) Training (instructional material/imagery)
- (i) Construction (progress report and completed construction)
- (j) Construction failure or unsatisfactory reports
- (k) Recording new designs or modifications
- (l) Historical and newsworthy events
- (m) Copy work
- (n) Official portraits
- (o) Administrative photography (promotion, selection board, and passports)

(2) Non-essential work has no specific official requirement and will be processed if time and resources permit. Photographic coverage of parades, Change of Commands (below Air Group level), inspections, award presentations, and visiting dignitaries will be limited to those having historical significance. Only minimum photographic support required to accomplish the assignment will be provided. Social events, such as Mess Nights and Dining-Ins, shall not be photographed unless specifically approved by the Training Officer, Training Support Department.

(3) Four working days are required to complete routine photographic requests. Photographic requests of an urgent nature will be approved by the CVIC Chief who will assign a priority status for their completion.

(4) The requesting agency will provide transportation to and from the photography site for the photographer and his/her equipment.

(5) Requesters will be notified by phone upon completion of work and will pickup and sign for all work within ten working days.

(6) A duty photographer is posted 24 hours a day, seven days a week. All requests for the duty photographer must be routed through the Provost Marshal's Office Desk Sergeant. The duty photographer's primary responsibility is to provide emergency photographic coverage in the following priority:

- (a) Aircraft Incidents
- (b) Disasters
- (c) Motor Vehicle Accidents

25 FEB 2002

(d) Industrial Accidents

(e) Investigations (Theft, Arson, Assault, Abuse, etc.)

(7) Photographs of military personnel will conform to the provisions of reference (b). Personal grooming, positioning of awards or decorations, and ensuring uniforms are correct and fit properly are the responsibility of the individual Marine being photographed.

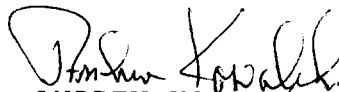
(8) Operational and administrative photography may be requested by telephoning the Station Photographic Laboratory (COML 252-466-3842, DSN 582-3842). Requests for services at locations other than the laboratory should be made at least 24 hours in advance. The CVIC Chief and Station Photographic Laboratory personnel reserve the right to request a written justification for requests other than those listed in paragraph 4.b.(1). Requests will be forwarded to the Training Officer, Training Support Department via the CVIC Chief.

5. Administration and Logistics. The CG, 2d MAW and the CO's, NADEP, Naval Hospital, and CSSD-21 concur with this Order insofar as it pertain to members of their command.

6. Command and Signal

a. Signal. This Order is effective the date signed.

b. Command. This Order is applicable to the Marine Corps Reserve.

  
ANDREW KOWALSKI  
Chief of Staff

DISTRIBUTION: MCAS A  
2d MAW A